

CHARTER

DEPARTMENT OF ENERGY

SENIOR ASSESSMENT TEAM FOR INTERNAL CONTROL OVER FINANCIAL REPORTING

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1. Team's Official Designation:

Senior Assessment Team for Internal Control over Financial Reporting

2. Team's Objective:

The objective of the Senior Assessment Team for Internal Control over Financial Reporting is to provide senior management oversight for the Department's assessment of internal control over financial reporting to ensure compliance with governing legislative, regulatory, and Departmental guidance.

3. References:

OMB Circular A-123, revised, "Management's Responsibility for Internal Control," of December 21, 2004, -- defines Federal management's responsibility for internal control and provides guidance to Federal managers for establishing, assessing, correcting, and reporting on effective internal controls.

4. Scope of Activities and Duties:

Oversees the Department's assessment of internal control over financial reporting. Specifically, ensures that:

Assessment objectives are clearly communicated throughout the Department;

The assessment is carried out in a thorough, effective, and timely manner;

Adequate funding and resources are made available; and

Appropriate staff and/or contractors have been identified to perform the assessment.

Actively participates in developing the Department's assurance statement on the internal control over financial reporting included in its annual Performance and Accountability Report.

Ensures that Corrective Action Plans are developed to address material weaknesses identified during the assessment.

Monitors the accomplishment of proposed corrective actions to resolve outstanding material weaknesses. In order to ensure the timely completion of proposed corrective actions, responsible officials may be required to appear before the team to explain apparent delays in meeting planned completion dates.

5. Official to Whom this Team Reports:

The team will report to the Director, Office of Management, Budget and Evaluation/Chief Financial Officer (Director, OMBE/CFO), on the effectiveness of the Department's internal control over financial reporting.

The team will advise the Director, OMBE/CFO, on material weaknesses and/or pertinent issues impacting the assurance statement on the internal control over financial reporting to be included in the annual Performance and Accountability Report.

6. Members:

- a. Director, Office of Program Liaison and Financial Analysis, Office of Management, Budget and Evaluation (serves as Chairperson) – voting member.
- b. Director, Office of Financial Management, Office of Management, Budget and Evaluation – voting member.
- c. Director, Energy Finance and Accounting Service Center, Office of Management, Budget and Evaluation – voting member.
- d. NNSA Field Chief Financial Officer/Director, Office of Field Financial Management – voting member.
- e. Chief Financial Officer, Oak Ridge Office - voting member.
- f. Chief Financial Officer, Savannah River Operations Office - voting member.

- g. Ex Officio representatives (e.g., Office of Inspector General staff, Office of Procurement and Assistance Management Staff, Office of Budget staff and Power marketing Administration staff) – nonvoting technical advisors.

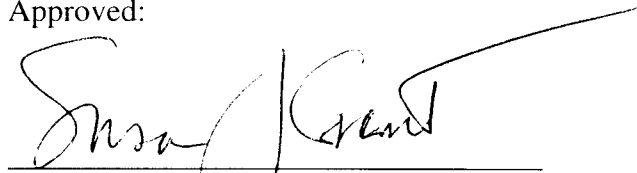
7. Offices Responsible for Providing Necessary Support for this Team:

Primary support shall be furnished by the Office of Program Liaison and Financial Analysis, Office of Management, Budget and Evaluation. Support for sub-teams (task groups) will be provided by each of the participating members.

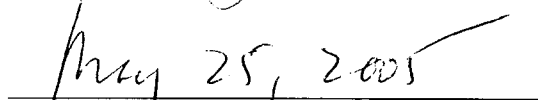
8. Frequency of Meetings:

The team will meet upon call of the Chairperson.

Approved:



Director, Office of Management, Budget
and Evaluation/Chief Financial Officer



Date